DEPARTMENT OF DEFENSE
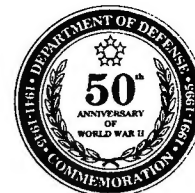## WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

January 23, 1995

MEMORANDUM FOR ▓▓▓▓▓▓▓▓▓▓▓▓ DTIC-OCC

SUBJECT: Interim Change 94-1 to DoD 4000.25-2-M, dated May 24, 1994

The attached Interim Change 94-1 to DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)," May 1987, is provided to DTIC. The DTIC accession number for the basic Manual, Changes 1-3 to the basic Manual, and Interim Changes 92-1 and 92-2 to the basic Manual is ADA-279352.

For further information, please contact me at (703) 697-4111 or -4112.

PATRICIA L. TOPPINGS
Staff Assistant
Federal Register and
Administrative Section
Directives and Records Branch
Directives and Records Division

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DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY
REFER TO

DLMSO-MM

24 MAY 1994

SUBJECT: MILSTRAP Interim Change 94-1, New Asset Status/Transaction
Reporting Codes N and P

TO: Commander, U.S. Army Materiel Command
                ATTN: AMCLG-MT
            Commander, Naval Supply Systems Command
                ATTN: SUP 4113A
            Commander, Air Force Management Command
                ATTN: AFMC (LGIM)
            Commandant of the Marine Corps
                ATTN: LPS-1
            Commandant, U.S. Coast Guard
                ATTN: G-ELM-2
            Commander, Field Command, Defense Nuclear Agency
                ATTN: FCLMM
            General Services Administration
                Federal Supply Service
                ATTN: FCSI (CM 4)
            Director, National Security Agency
                ATTN: L111
            Director, Defense Logistics Agency
                ATTN: MMDOI

1. References:

    a. DoD 4000.25-2-M, 1 May 1987, Military Standard Reporting and
Accounting Procedures (MILSTRAP), as amended.

    b. DLMSO-DS letter, 13 January 1994, subject: Proposed MILSTRAP
Change Letter (PMCL) 11, Revised Asset Status Reporting and Logistics
Asset Support Estimate (LASE) Procedures for Total Asset Visibility
(TAV).

    c. Statement of Work for Navy Virtual Master Stock Item Record
Interface with DLA Standard Automated Materiel Management System.

    d. Statement of Work for Air Force Standard Base Supply System
Interface with DLA Standard Automated Materiel Management System.

    e.   MILSTRIP Interim Change 94-2.

    f.   MILSBILLS Interim Change 94-1.

2. The enclosed change to MILSTRAP (reference 1a):

    a.   Publishes new appendix B10 Asset Status/Transaction Reporting Codes N and P, and the associated chapter 8 procedures, which were staffed and approved by PMCL 11 (reference 1b), and which are required to implement the references 1c and 1d statements of work. This change restricts codes N and P to use by the Services/Agencies based on agreement of the Components involved. This restriction will remain in effect until such time as the codes are fully implemented by the Joint Logistics Systems Center.

    b.   Publishes an administrative change to correct the addresses reflected in chapter 8, section C, paragraph 1, as requested by the Air Force and Marine Corps. It also publishes editorial changes to chapter 8 to improve the style. The editorial changes are not identified by bold italics.

    c.   Publishes an administrative change to appendix B10 Asset Status/Transaction Reporting Code Z to more clearly define its use consistent with the procedural guidance reflected in chapter 8, section C, paragraph 4.

3. MILSTRIP Interim Change 94-2 (reference 1e) and MILSBILLS Interim Change 94-1 (reference 1f) are also being published in support of references 1c and 1d. The MILSTRIP change provides procedures necessary to effect lateral redistribution of retail assets as directed by the Integrated Materiel Manager (IMM). The MILSBILLS change contains the financial changes required to effect lateral redistribution of retail assets.

4. Remove pages listed below and insert revised pages. Unless otherwise indicated, changes are identified by **bold italics**.

Remove Old	Insert New
Pages 8-1 thru 8-3	Pages 8-1 thru 8-4
Pages B10-1 and B10-2	Pages B10-1 thru B10-3

5. This change is effective 1 June 1994. With publication of this
change, other effective changes to MILSTRAP consist of Formal
Change 1, Formal Change 2 (which includes Interim Change 89-1), and
Formal Change 3 (which includes Interim Changes 89-2, 89-3, 92-1, and
92-2).

6. Addressees may direct questions/problems to Ms. M. J. Hefner,
(703) 274-4701 (DSN 284-4701), ext 405. Others must contact their
Service or Agency designated representative.

1 Encl

JAMES A. JOHNSON
Chief, Materiel Management

cc:
ADUSD(L/MRM)
USAMC LOGSA (AMXLS-RSS)
MCLB Albany (802-M)
USCG (G-ELM-2)
CAAI (DAAS Administrator)
DAASC (DAAS-VL)
LMI

CHAPTER 8

ASSET STATUS REPORTING

A. GENERAL

This chapter prescribes procedures for the interchange of asset status information:

1. Between Service/Agency distribution systems and, in decentralized distribution systems, between SCAs and ICPs of a Service/Agency.

2. Between Service activities below the distribution system and ICPs of the Services/DLA, as prescribed in DoD Instruction 4140.37 (reference (aa)).

B. ASSETS WITHIN THE DISTRIBUTION SYSTEM

1. Prepare DI Code DZA asset status transactions as outlined in appendix C52. Due to the number of record positions devoted to entries prescribed by Service/Agency for use within distribution systems, each Service/Agency is authorized to procure a printed format suitable to its needs.

2. Transmit asset status transactions between Services/Agencies based on schedules established by mutual agreement.

3. ICPs may arrange and prescribe reporting schedules for SCAs within the ICPs' distribution system.

C. ASSETS BELOW THE DISTRIBUTION SYSTEM

1. Use DI Code DZE asset status/transaction reporting request transactions, prepared as outlined in appendix C56, to request transaction reporting and/or asset status reporting by activities below

the distribution system **and, for the total asset visibility program** [1]**/, to request the report of assets above the requisitioning objective using MILSTRIP DI Code FTE.** Entry of the appropriate appendix B10 reporting code in record position 7 of the transaction will indicate whether the request is for commencement, change, or termination of transaction and/or asset status reporting. Transmit DI Code DZE request transactions to central points designated by other Services. Each Service designated activity will be responsible for notifying their reporting activities of the reporting requirements reflected in the DZE request transactions received from the other Services/Agencies. The Service activities designated to receive the requests are:

SERVICE	ACTIVITY	ROUTING IDENTIFIER
Army	New Cumberland Army Depot New Cumberland, PA 17070-5000	AN5
Navy	Navy Fleet Materiel Support Office Mechanicsburg, PA 17055-5000	N47
Air Force	Headquarters Air Force **Materiel** Command **4375 Chidlaw Road, Suite 6** Wright-Patterson Air Force Base Dayton, OH 45433-**5006**	FNA
Marine Corps	**Commanding General** Marine Corps **Logistics Bases** Albany, GA 31704-**1128**	MPB

2. Always reflect dates for commencement of reporting (reporting codes A through D) and change of reporting (reporting codes F through H and J) in record positions 23-26 of the DZE request transaction as the first day of a month. In these instances, transmit the request transaction not later than 60 calendar days before the date entered in record positions 23-26.

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[1]/ **Use with the asset visibility program is based on agreement of the components involved.**

3. Provision is made for requesting earlier commencement of reporting by use of the appropriate reporting codes K, L, and M in record position 7 of the DZE request transaction. In these instances, the Services' central points will assure that reporting commences as soon as possible after receipt of the requests.

4. When a one-time asset status report is required on an expedited basis, the DZE request transaction will contain reporting code Z in record position 7 and the date the report is required in record positions 23-26. The Service central point or the reporting activity in receipt of the request will take no further action if the date in record positions 23-26 is already past.

5. **When a one-time asset status report is required for the asset visibility/redistribution program, the DI Code DZE request transaction will contain reporting code N in record position 7 and the date the report is required in record positions 23-26.** 2/

6. Use the DI Code DZE request transaction to request termination of reporting by utilizing reporting code E in record position 7. Reflect dates for termination of reporting in record positions 23-26 of the request transaction as the last day of a month. Transmit the termination requests not later than 60 calendar days prior to the date entered in record position 26.

7. Activities below the distribution system (base, post, camp, or station) will use asset status reporting transactions containing DI Code DZF, prepared as outlined in appendix C57, to report assets to the requesting ICP. Report onhand balances by each separate condition (MILSTRAP) of materiel held. The DI Code DZF transaction is designed to provide for use of multiple transactions when either or both of the following apply:

a. More than two conditions of materiel are held.

b. Requisitioning objective, due-in, or reserved quantities exceed 999,999.

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2/ **See footnote 1 on page 8-2.**

8. The reporting code entered in record position 7 of the DZF reporting transaction will indicate the type of reporting being accomplished and may differ from the reporting code entered in record position 7 of the DZE reporting request transaction. The code will differ when the ICP has requested transaction reporting (codes A, B, K, or L) or change to transaction reporting (codes F or G) and the reporting activity does not have capability for transaction reporting. In these instances, the reporting activity will enter code C or D, as appropriate, in record position 7 of the DZF reporting card. At such time as the reporting activity attains the capability, reporting will change to the type desired by the ICP as indicated by the latest reporting request document.

9. Transaction reporting by activities below the distribution system will include the following transactions:

a. Issue transactions with DI codes in the D7_ series prepared as outlined in appendix C3.

b. Materiel receipt (procurement instrument source) transactions with DI codes in the D4_ series prepared as outlined in appendix C1.

c. Materiel receipt (other than procurement instrument source) transactions with DI codes in the D6_ series prepared as outlined in appendix C2.

d. Due-in (procurement instrument source) transactions with DI codes in the DD_ series prepared as outlined in appendix C11.

e. Due-in (other than procurement instrument source) transactions with DI codes in the DF_ series prepared as outlined in appendix C13.

f. Inventory adjustment (dual adjustment) transactions with DI codes in the DA_ series prepared as outlined in appendix C9 and/or inventory adjustment (single adjustment) transactions with DI codes in the D8_ or D9_ series prepared as outlined in appendix C4.

APPENDIX B10

ASSET STATUS/TRANSACTION REPORTING CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies in the Asset Status/Transaction Reporting Request the type of reporting required and indicates whether a request is for commencement, change, or termination of reporting. Each new code will update the reporting requirement. Identifies in asset status reports the type of reporting being furnished.

RECORD POSITION: 7

CODE	**EXPLANATION**
A	Commence transaction reporting on the date indicated in record positions 23-26 as transactions are processed. Commencement of transaction reporting will be preceded by submission of an asset status report (DIC Code DZF) containing the ending balances for the previous day.
B	Commence transaction reporting plus daily asset status reporting (DIC Code DZF) on the date indicated in record positions 23-26.
C	Commence daily asset status reporting (DIC Code DZF) on the date indicated in record positions 23-26.
D	Commence monthly asset status reporting (DIC Code DZF) on the date indicated in record positions 23-26.
E	Terminate reporting on the date indicated in record positions 23-26.

CODE	EXPLANATION
F	Change type of reporting to transaction reporting (Code A, above) on the date indicated in record positions 23-26.
G	Change type of reporting to transaction reporting plus daily asset status reporting (Code B, above) on the date indicated in record positions 23-26.
H	Change type of reporting to daily asset status reporting (Code C above) on the date indicated in record positions 23-26.
J	Change type of reporting to monthly asset status reporting (Code D, above) on the date indicated in record positions 23-26.
K	Commence transaction reporting as soon as possible. Commencement of transaction reporting will be preceded by submission of an asset status report (DIC Code DZF) containing the ending balances for the previous day.
L	Commence transaction reporting plus asset status reporting (DI Code DZF) as soon as possible.
M	Commence daily asset status reporting (DI Code DZF) as soon as possible.
N	*Submit a one-time asset status report (DI Code DZF) for the asset visibility/redistribution program. Submit the report by the date entered in record positions 23-26. 1/*
O	*Reserved for future assignment by DoD.*
P	*Report assets above the activity's requisitioning objective using MILSTRIP DI Code FTE. 2/*
Q thru Y	Reserved for future assignment by DoD.

1/ Restricted for use based on agreement of the Components involved.

2/ See footnote 1 above.

CODE	EXPLANATION
Z	One-time asset status report is requested/furnished *on an expedited basis*. The date the report is required is entered in record positions 23-26.
0 thru 9	Reserved for intra-Service/Agency use.